

c) 13. Monitoring and Evaluation

13.1 Signatories to the Code shall:

- a) Monitor and evaluate the ways in which the Code impacts peoples' behaviour and organizational culture. Specifically, NGOs shall monitor how the organization conducts business in light of the requirements of the Code of Ethics and Conduct.
- b) Individually and collectively shall be responsible for monitoring themselves and their performance in relation to the requirements of the Code of Conduct.
- c) Ensure that monitoring and evaluation of the compliance to the Code is shared between management and staff.
- d) Be charged with the responsibility of bringing to the attention of the NGO Commission breaches of the Code. In the event of a complaint being brought against an organization under the terms of the Code, signatories to the Code shall co-operate with the NGO Commission to achieve reconciliation and maintain the integrity of the Code.

14. Amendments to the Code

a) Amendments¹ to the Code shall be finalised with the approval of two thirds of the signatory organizations attending the special session of the biannual General Assembly of the CPDC. Amendments should be submitted to the CPDC six (6) months prior to this event to facilitate circulation and prior discussion.

15. Agreement²

We recognize that our organization is accountable to our communities, our stakeholders and our society. In return for their trust, we pledge to observe and abide by the terms and values of the **Caribbean Policy Development Centre Code of Conduct and Ethics.**

NAME OF ORGANISATION

ADDRESS

NAME OF OFFICIAL

TITLE OF OFFICIAL

DATE

¹ All amendments are made during the General Assembly of CPDC.

² By signing this agreement, you are committing your organization to upholding good governance standards and practices; fully accepting the authority of the Code as the designated body of rules to guide its operations.